

ENTERPRISE FINANCE DIRECTOR

DISTINGUISHING FEATURES

The Enterprise Finance Director position serves as the central financial planning and financial management resource for all Enterprise activities working effectively with City Management and external stakeholders. The position administers, supervises and performs highly complex and technical accounting, finance, and budget work in the Financial Services Department related to the Enterprise Funds of the City – including Aviation, Solid Waste, and Water and Sewer. This classification is supervisory. Work is performed under the general supervision of the GM-Financial Services.

ESSENTIAL FUNCTIONS

Coordinates the financial management and financial planning of all Enterprise operations including constant and changing cost and revenue projections as projects and operating demands change; rates analyses in the context of current and expected future operating environments; and other complex aspects of financial planning.

Supervises and supports personnel and is a team player by helping staff accomplish organizational goals; providing opportunities for training, decision making, participation, and innovation.

Supervises annual reviews of citizen rates and impact fees with various departments, prepares recommendations and communicates to management, citizens and council.

Prepares multi-year financial models, revenue forecasts and financial trend analysis.

Prepares economic impact analysis or other feasibility studies for management makes econometric projections.

Supervises enterprise fund budget development and expenditure monitoring.

Coordinates the maintenance of a wide variety of complex accounting records and subsidiary records and systems; and, preparation of periodic reports such as the Comprehensive Annual Financial Report, Financial Trends Analysis, grant, investment, revenue, expenditure, or other operational reports.

Obtains data, reviews and analyzes the information to determine financial impact on special projects such as major equipment purchases, capital improvements, annexation, and legislation as they relate to the enterprise fund operations.

Reviews state and federal legislative bills related to enterprise activities that may affect the City's finances and develops strategy for dealing with those bills.

Listens, communicates, and deals effectively with management, subordinates, representatives of other government agencies, and the general public, researching as necessary to provide requested information. Communicates both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar. Provides superior customer service for both internal and external customers.

Supports employee involvement in decision-making to assist them in meeting individual goals and promote positive employee attitudes.

Takes ownership of all other Financial Services tasks, as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

- The principles, practices, and applications of accounting, auditing, budgeting and finance for public sector enterprise activities.
- Extensive knowledge of the principles and practices of municipal enterprise accounting and financial administration; pertinent federal, state, and local laws, rules and regulations
- Computerized financial systems.

Ability to:

- Make oral and written presentations in a concise, effective manner with clearly organized thoughts using proper sentence construction, grammar and punctuation.
- Interpret and implement authoritative pronouncements dealing with accounting principles.
- Evaluate and analyze complex financial data and prepare statistical reports.
- Effectively communicate instructions and information verbally and in writing to subordinates, other City staff and the public.
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- Must demonstrate the willingness to assume ownership in completion of assigned tasks.
- Maintain regular consistent attendance and punctuality.
- Operate a variety of standard office equipment including a personal computer, a variety of computer software, telephone, and calculator that requires continuous and repetitive arm or hand movement to prepare statistical reports and other financial documents.
- Posses a shared commitment to quality in everyday work and to continuous learning and improvement.

Education & Experience

Bachelor's degree in Accounting, Finance, Business, Public Administration, or related field required. Certification as a public accountant and/or Master's degree is highly desirable.

Three to five years progressively responsible accounting, finance, and/or budgeting administration experience, including supervisory experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified